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## **South Florida Water Management District**

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### **Governing Board Human Resources & Outreach Committee MEETING MINUTES**

August 13, 2008

11:30 AM

District Headquarters - B-1 Auditorium

3301 Gun Club Road

West Palm Beach, FL 33406

Members Present:

**Charles Dauray**

**Melissa Meeker**

**Jerry Montgomery**

**Patrick Rooney**

**1. Call Meeting to Order - Jerry Montgomery, Chair**

Chair Montgomery called the meeting to order at 11:30 am.

**2. Approval of Minutes**

Approval of the minutes for the February 13, 2008, Human Resource and Outreach Committee meeting held in West Palm Beach, Florida

Motion made by Melissa Meeker, seconded by Patrick Rooney, to approve the following item(s): 2

Vote called. Voting yes: Jerry Montgomery, Charles Dauray, Melissa Meeker, Patrick Rooney. Motion passed.

**3. Changes to Agenda - Annette Carter, Director, Office of Governing Board and Executive Services**

Annette Carter, Director, Board and Executive Services stated that an addendum to the agenda had been prepared and copies were provided to the Governing Board members, staff and the public.

**4. Human Resources Solutions Updates - Lourdes Ramos, Director, Human Resources Solutions (ext. 6370)**

- A. District Re-Alignment
- B. FY 2009 Merit and Employee Benefits
- C. Career Series
- D. Volunteer Program
- E. Alternative Work Schedule

Lourdes Ramos provided an update on a number of current and upcoming initiatives including:

District re-alignment, merit and benefits changes for FY 2009, Annual Leave buy-down program, career series reviews, the Districts volunteer program and alternative work schedule.

Highlights included:

- A new vacation buy-down program that will be offered twice in FY 2009; this program will allow employees to buy down up to a maximum of 80 hours in a fiscal year.
- Dental program enhancements including an increase in dental coverage and a reduction in dependent coverage premium.

**5. Tri-Rail Shuttle Update - Thomas W. Olliff, Assistant Executive Director (ext. 2132)**

Tom Olliff presented a proposal to implement a 10 week Pilot Program to transport employees between the West Palm Tri-Rail station and District Headquarters.

The proposal includes contracting services for a passenger van and driver to run three trips in the morning and three trips in the afternoon.

All District employees and contractors will be eligible to ride.

Total cost for the pilot is \$8,700.

The Human Resources and Outreach Committee supports this proposal and recommends Governing Board approval to move forward with the ten week pilot program and have staff issue a Purchase Order to the vendor with the lowest responsive and responsible quote.

**6. Staffing Plan for FY 2009 - Thomas W. Olliff, Assistant Executive Director (ext. 2132)**

Tom Olliff presented a proposal to convert 26.5 contractors to FTEs to support core District work.

-Through a similar effort in FY 2008, the District was able to recapture \$2.2M in contract dollars.

- Through this new proposal the District will replace 23.5 FTEs currently contracted with internal staff for long-term ongoing functions such as SCADA, monitoring, water use permit reviews and others.

-In addition, it will add three additional FTEs to support Water Use permit compliance and Public Records.

-The total number of FTEs needed, at this time, is for 26.5. However, staff has done their due diligence and identified 6.5 vacancies to be re-directed for this purpose.

-Therefore staffs request is for the remaining 20.0 FTEs.

-Est. Year 1 Savings is \$1.4M; with future year savings estimated at \$2.3M due to non-recurring start-up and transition costs.

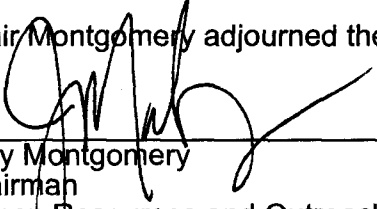
-The Human Resources and Outreach Committee supports the FTE conversion cost savings proposal and recommends Governing Board approval to direct staff to submit the staffing package to the Governors Office as part of the proposed FY 2009 budget.

-Mr. Dauray commented that this proposal may fall short in light of our potential acquisition and hoped that the legislature would be supportive of subsequent proposals for additional resources in the future.

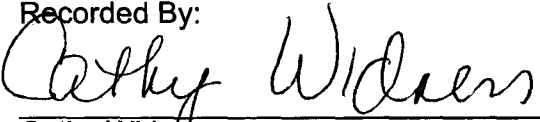
## **7. Public Comment**

There were no public comments.

Chair Montgomery adjourned the meeting at 12:14 pm.

  
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Jerry Montgomery  
Chairman  
Human Resources and Outreach Committee

Recorded By:

  
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Cathy Widness  
Administrative Assistant Senior  
Governing Board and Executive Services  
SFWM